Section 4 - Scrum Events

Introduction

1. Scrum events = scrum ceremonies
2. Items:
   1. Sprint planning → max 8hrs for monthly, shorter for more frequent sprints
   2. Daily Scrum
   3. Sprint Review → 4 hrs max
   4. Sprint Retrospective → 3 hrs max
   5. Backlog refinement → no more than 10% of the dev teams capacity
3. Timeboxed = timeboxing = timebox = allocating a fixed amount of time
4. These events should be all the meetings needed although ad hoc get-togethers for better communication are encouraged. The focus is on **doing** and delivering **rather than meeting and documenting.**
5. These events should lower the need for more formal meetings.

The Sprint - period of time

1. During which a potentially releasable product increment is created
2. Show the customer, get feedback, decide on the goal of the next sprint
3. No longer than 1month, no shorter than 1 week. 2 week optimal
4. Pace vs meeting regularity

2 weeks:

1. 52 weeks
2. 2 week sprints
3. 26 in the year
4. How often do iterations need releasing
5. What is sensible for dev pace and people’s diaries

PO responsibilities:

1. Understand what requirements are
2. What is needed from the customer
3. Consider work items for this sprint
4. Discuss with dev team for what is achievable
5. Discuss and decide on the sprint goal
6. What items from product backlog should go into sprint to achieve the goal

In sprint:

1. The scrum team sets the clear goal for the sprint
2. Everyone should know what they are working towards and why

Sprint Planning

1. Work efforts estimation is hard
2. Team will get better at estimating as experience is gained
3. It might be facilitated by Scrum Master.
4. PO’s responsibilities to choose the sprint items to maximize the value of the product.
5. PO must be up-to-date on what is needed from the product
6. PO influences what gets done next.
7. It is worth doing backlog refinement in prep for this. (maybe meet with stakeholders,customers,...)

Topics

Topic 1) Why is this sprint valuable?

PO proposes how it will increase the value. The team will define the sprint goal.

Topic 2) What can be done this sprint?

Developers responsibility to estimate how long a task will take.

Will get better.

Topic 3) How will the chosen work get done?

Dev’s will plan the work necessary to create an increment that meets the def. Of done.

Planing

1. Team sets the clear goal for the sprint
2. PO maximizes the value. Dev’s discuss what can be achieved in the timeframe
3. Scrum master makes sure the event is positive and productive
4. Everyone should know what and why they are doing

Write “user stories” (a descr. Of a software feature from end user perspective)

Dev’s will decide how to develop that feature and what it’ll take: time, effort, tools

Estimare value using “story points” or sizes eg. large or small rather than time.

During sprint if dev team finds a task not achievable:

1. They negotiate with PO to reorganize the work to meet the sprint goal.
2. Only PO can cancel a sprint if the goal becomes obsolete.

Max 8 hrs for a month long sprint

Shorter sprint = shooter planning meeting

Planning can be efficient if product backlog is refined.

Daily Scrum

1. Short daily meeting – to discuss the next 24 hours
2. Standing up – to keep it short
3. 15 mins or less
4. Agile recommends face-to-face, but virtual meetings are becoming more common
5. Same time and place every day
6. Purpose: To inspect progress toward the sprint goal and adapt sprint backlog as necessary.
7. Discussion goes as follows:
   1. Done yesterday
   2. In progress / doing today
   3. Any blockers
8. İmproves communication
9. Quick decision making
10. Identify blockers
11. Eliminate other meetings as much as possible
12. Reinforce the goal and motivation

Sprint Review

1. Review what was done and was not completed in this sprint
2. Host a show and tell (to customer and stakeholders what you have done)
3. Discuss what needs to be done for the next sprint
4. Understand customer needs
5. The entire team needs to be there. Important event for PO
6. Should avoid limiting it to a presentation (you want to get feedback)
7. Keep it efficient
8. 4 hours or less
9. Length depends on what is needed to show and discuss
10. Scrum master should help with keeping the event efficient and productive
11. PO looking to get:
    1. Sense of progress
    2. Clarity on what is needed from the next sprint
    3. Conformation on satisfying the customer requirements
    4. Ideas on how to revise the product backlog
    5. Alerted to changing requirements

Sprint Retrospective

1. What went well, what didn't, what needs improvement
2. Retrotool (example)
3. It is the scrum master’s job that the meeting is productive and positive.
4. Goal: solutions to problem
5. Respect important
6. 3 hours max for 1 month sprint
7. No stakeholders